

2009 MT Shared Catalog Cataloging Committee meeting February 25, 2009

Attending:

Carrie Nelson (chair), Flathead Valley Community College
Suzanne Goodman (vice-chair), Park High School Library
Lois Dissly, Bozeman Public Library
Roberta Gebhardt, MT Historical Society
Janice Kalvig, Flathead County Library
Carly Delsigne, Clancy Community Library
Paulette Parpart, Missoula Public Library
Jess Tobin, MT State Library
Ken Adams, MT Shared Catalog Director
Cameo appearance: Jim Kammerer, MT State Library

Catalog Clean-up

--Time for another 035 project? The process involves OCLC inserting OCLC numbers into 035 fields of any MSC records that don't already include them. OCLC sends us the modified records, and Mike would then do a "catalog merge". He would then run a report to determine duplicate 035s, which would give us a place to start clean-up. Roberta thinks this would be a good first step; further clean-up would follow.

Timeline: Ken says the 035 clean-up will happen soon. Once we've got a list of duplicates, the MSC will hire a cataloger(s) to complete the clean-up. State employees are exempt from this work. It would be good to get the 035 project done before we start bringing on new libraries later this year.

Some discussion followed about difficulties that arise when adding new library records to MSC. When Sirsi does the test load of new library's records into MSC, Roberta and Ken think Sirsi can make file of records that don't meet matches available to us. Options for using this file?

- 1) Have library clean up these records before final load of records; give a deadline.
- 2) Load all records; give library time limit to clean them up in MSC.
- 3) Load all records; have library clean up records; see if any other MSC catalogers are available to help.

On a related note, perhaps a change to the 3-day "go-live" training is in order. Would it help the new library staff to move the cataloging day up? (perhaps move it to the second instead of third day of training) Also, it would be good to strongly encourage new libraries to weed before joining MSC!

Paperback discussion: So far, MSC fiction paperback policy has been to add paperbacks to fiction hardcover bibs, with a few exceptions. Roberta mentioned making this policy stricter. MHS patrons/staff are interested in having

separate bibs for fiction hardbacks and paperbacks. Suggestion made to continue current paperback policy, allowing MHS (and any other library) to use separate bibs as needed. Other MSC libraries (especially Partners/Bridgernet groups) like having more fiction copies on the same record—makes holds and searching easier. Ken's going to check into the possibility of "locking" bibs in the MSC, which would ideally prevent certain bibs from being merged/possibly deleted from MSC.

Group consensus: Continue following current MSC fiction paperback policy, acknowledging that some libraries may prefer having separate bibs for hardback and paperback fiction in some cases. (Montana fiction in particular)

School vendor records

--About a month ago, Mike & Roberta assisted Suzanne with a batch bib load of vendor records (Baker & Taylor) into the MSC. Records matched on ISBN. Roberta is happy with results of load; thinks the process could save some MSC libraries a lot of time adding items. Group took a look at a couple example records from the load. The 035 field was not present in one record; however, if we continue to do 035 clean-ups, these records would eventually have the field added. Discussion followed about the possible effects of allowing MSC libraries to add vendor records in batch, like Suzanne's pioneering load. Lois voiced the opinion that if these batch-loaded records cause the need for future clean-up, should clean-up continue to happen? Roberta stressed that the 035 clean-ups simply take care of records with duplicate 035s, and from what we can tell from Suzanne's load, these errors were not overwhelming. Discussion followed on what sort of protocol would be necessary to allow these batch loads. Is it possible to generate a report of new bibs created as a result of a batch load? If so, policy could be to have the librarian check over these records and make sure they are not true duplicates.

Ken showed off the forthcoming new interface for Ibistro/Ilink, which is called eLibrary. Pretty slick!

Group consensus: OCLC vendor records will be allowed. Test loads for vendors other than Baker & Taylor would be necessary. Guidelines are forthcoming; Roberta volunteered to work with Suzanne on these.

Analytics/Holds (multidisc sets)

--How can we make the analytic information that appears on the place hold screen of Ibistro/Ilink more consistent and user-friendly? Perhaps by adding an appendix to the cataloging guidelines which would spell out “preferred terminology?” Janice has also noticed some records that have unnecessary |z in call numbers. Mike has improved the display of multiple volumes by making library names appear.

THANKS TO MIKE FOR THE IBISTRO/ILINK IMPROVEMENTS YOU’VE MADE SO FAR!!! 😊

Ideally, Sirsi would improve the software so that it only shows applicable library volumes.

Group consensus: Have MSC system admin ask Sirsi to look at this issue once again. Find out whether or not it’s possible for the software to only show applicable volumes on the place hold screen. If a fix on this level isn’t possible, the group suggests that system admin try to change the wording/font color that appears on the final place hold screen—mainly what appears when a patron has unsuccessfully tried to place a hold on a volume that her library doesn’t own. (the current message that appears is confusing) A “call number guidelines” sheet will be added to the cataloging guidelines.

Blu-Ray DVD edition statements

--Paulette suggests adding this information to the cataloging guidelines:

For Blu-ray discs, make sure to add the following note to the 250 field in the bib.

[Blu-ray version].

Workflows item information for digital objects

--Jim Kammerer, manager of Library Information Services at the MT State Library, made a cameo appearance to weigh in on this agenda item. The state library is currently digitizing its state publication collection. As print items become available only digitally from the state library’s collection, a change to the collection’s item level information becomes necessary; item type and home

location in particular. Thus far, MSL has been using the following item type and home location for digitized state pubs:

Item type: INTERNET/"Online"
Home loc: ONLINE/"Online resource"

These are the two policy fields that appear in Ilink when patrons look at catalog records. MSL staff believe that perhaps this item type/home location combination is too general; they were looking for input from the cataloging committee.

How are other libraries using either the item type of INTERNET or the home location of ONLINE? (or both)

MHS: anything that is online gets an item type of INTERNET
FCL: nothing in-house has item type of INTERNET; Netlibrary items do

Suggestions for MSL from the group:

- use an appropriate 250 edition statement
 - it would show in Ilink
- use a GMD (general material designation)
- use traditional item type and a home loc of ONLINE
 - this would cut down on the number of new item type policies necessary
- use public note
 - not searchable; perhaps useful for print copy on electronic bib?

MSL will continue to evaluate which method of assigning item info to digital objects makes the most sense for their state publications collection.

Bozeman's experience with outsourcing original cataloging

--They are very pleased with the cataloging that they've outsourced to OCLC during the previous year, and will definitely be leaving it in their budget.

Group consensus: Recommend to MSC Executive Committee that MSC work out some kind of deal with OCLC to do limited outsourced cataloging (specific types of materials, certain number of items per library, etc.) for MSC libraries. Lois and Beth (Bozeman Public Library) and Roberta will follow up on this for the next executive committee meeting.

Catalog guidelines revision

--The **440 field** is now obsolete; what sort of changes are needed in cataloging guidelines to reflect this? Roberta suggested waiting to make any changes, as OCLC has not updated Bib formats & standards to reflect the change yet. We could add a note to the series page that indicates that “changes to these fields are on the horizon,” or something to that effect.

Paulette (and others) would like a list from sys admin of what our indexed tags are—both for keyword and browse searching.

--Smartport settings

Suggestion to remind libraries of correct Smartport settings. Screenshots will be updated to Symphony 3.2.

--Common MARC tags list

Group agreed that this sort of list is not necessary for the guidelines. A line will be added to the guidelines directing interested folks to OCLC Bib Formats & Standards for more information.

--Call number guidelines

--Blu-ray DVD edition statements

--Symphony 3.2 screenshots will be added

Cataloging Tip of the Month schedule for 2009

Month	Topic	Sponsored by....
Mar	Smart Port Settings	Lois
Apr	Ways to Search	Roberta
May	Transferring	Carrie
Jun	All things Large Print	Janice
Jul	Call Numbers & their Analytics	Paulette
Aug	Temporary Records (the pro's & cons)	Carly
Sep	Staff/Circ/Public Notes	Jess
Oct	Adding GMDs to title	Suzanne
Nov	Helpful cataloging Web Sites	Carrie
Dec	[Blu-ray ed.] statements	Suzanne

Election of new Vice-Chair

Jess Tobin was elected to the prestigious position. She is gleeful about it.

OCLC Scan/Delete procedure and monthly upload procedure

--Ken described the monthly and yearly OCLC upload procedures to the group.

Suggestion was made for system admin to include a list on MSC site that includes home locations of items that are uploaded (or not) to OCLC.

Minutes prepared by Jess Tobin.